Title I-A Schoolwide Application Directions

Contents

Program Detail Tab
Schoolwide Plans Tab
1. The district must enter the date, using this format: mm/dd/yyyy; for each schools Title I, Part A
Schoolwide Plan.
2. Enter the date of the last review/revision of the Title I, Part A Schoolwide Plan for each school.

Transfers from Title III-A Tab
1. Districts may transfer Title III funds to the schoolwide program. However, the intents and purposes of the Title III funds must remain even when moved to Title I-A.
2. The district/consortium must describe how it will develop, implement, and administer instructional programs and activities to ensure that 100% of children who are English Learners will attain English proficiency and meet state language proficiency standards within five years.

Budget Pages
Schoolwide Full-Time Equivalents Tab
The district must enter the number of FTEs for all staff members who are paid for out of Title I, Part A funds. These numbers must be close to the actual number. Keep in mind this is the equivalent of an FTE. For example, if you receive $10,000, it would not be reasonable to pay 2 FTEs, however, it would be reasonable to pay .25 FTE.

Budget Detail Tab
This page will contain detailed budget information on how Title I, Part A funds will be spent during the school year.
1. Expenditure Description and Itemization must include the following:
    a. 100 Personal Services – Salaries
        1. Add Position Title
        2. Add FTE covered
    b. 200 Personal Services—Employee Benefits
        1. Add Position Title
        2. Add FTE covered
    c. 300 Purchased Professional and Technical Services – (If no contract, code as 500)
        1. Add Service date range
        2. Add Specific services provided
    d. 400 Purchased Property Services
        1. Add Service/rental date range
        2. Add Specific services provided
    e. 500 Other Purchased Services
        1. Add Specific service provided
        2. Add Date range of service
        3. Add Details of related expense i.e. travel related expenses, per diem, hotel, mileage
        4. Add unit cost and number of units for items $500 or more per unit
    f. 600 Supplies
        1. Add list of planned supply purchases

          2. Add Unit cost and number of units for items $500 or more per unit
- g. 700 Property and Equipment
  1. Add list of property and equipment to be purchased
  2. Add individual unit costs
- h. 800 Other Expenditures
  1. Add expenditure to be purchased
  2. Add Unit cost and number of units if applicable

1. Remember that set asides that are listed on Targeting Step 4 under the Consolidated Application must show up on the budget pages. (These set asides maybe on the Basic, Schoolwide, or a combination of both budget pages.)
2. If the district has, and chooses to use its indirect cost rate, that amount is calculated on the lower, left-hand corner of the page. The indirect cost rate amount cannot exceed the maximum amount. The amount that the district wants to use must be placed in the open box (G) Budgeted Indirect Cost Rate on the lower, right-hand corner of the page.
3. After this page has been calculated and saved, the district must then go back to the Consolidated Application, click on Select Eligible Attendance Areas, go to Targeting Step 4, place the budgeted indirect cost rate amount in the Indirect Cost Rate Box directly about the "ghosted" out Indirect Cost rate amount, and then recalculate the page.

Property and Equipment Tab
1. Should a district purchase any singular item with a cost of $5,000 or more, this page must be completed. The district will give a description of the item, how many are being purchased, and the unit cost. The page will automatically calculate the total costs.
2. If needed, further clarification can be given in the textbox at the bottom of the page.

Budget Summary Tab
This page just gives an overview of the budgeted items saved on the Budget Detail page. Data cannot be entered on this tab.

Page Lock Control Tab
1. The page lock control tab can be used to unlock any page within the Title I-Basic portion of the grant application.
2. After clicking on the tab, check the radio button titled Expand All to see the list of options.
3. The district may select the Open Page for Editing radio button for any page that needs change, and then it must click the Save Page button to open the page.